

**Office of State Budget and Management  
Establish New, Receipt-Supported Positions  
(G.S. 143-34.1)**

Agency: Dept. of Crime Control & Public Safety

Division: Emergency Management

Budget Code: 4900

Center Title: Homeland Security Supplemental Funds – 2003 – Part II

Center Number: 1510519-4-03

**\*\*\* Position Information \*\*\***

Proposed Classification: Processing Assistant V Proposed Salary Grade: 61

Salary Range: \$20,576 - \$30,839 Proposed Effective Date: 09/01/03

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 84,000.00 (2 years)
Receipts	<u>36,840,000.00</u>	<u>84,000.00 (2 years)</u>
Appropriation	\$ -0-	\$ -0-

Funding Source(s): Homeland Security Supplemental Funds – 2003 – Part II

**Justification for Position (including description of duties and responsibilities):**

This position is the Processing Assistant V/Accounting Technician within the Finance Section. Employee in this position will serve as the lead person in the Accounts Payable Branch. Processing Assistant V/Accounting Technician will be responsible for financial functions, such as supervise and work with other Finance Section staff, such as Accounting Clerks and Administrative Assistants; coordinate and provide administrative support to all financial functions of the Finance Section; provide oversight of vendors and suppliers invoice payments, grants, contracts, travel reimbursement, and special projects; account coding against various Division program budgets. The Processing Assistant V/Accounting Technician will also serve as the primary data entry person to track terrorism grants expenditures and regular Division expenditures through our on-line Tracking System. Approval of this position will enable the Processing Assistant V/Accounting Technician to work directly with the Homeland Security Branch staff to process Homeland Security Grants payments, track and reconcile any

related expenditures. Homeland Security Grant payments and data entry transactions are expected to number over 800 per quarter. The employee in this position must work over 70 cost centers (fund codes); ensure that all Accounts Payable activities are implemented in compliance with standard procedures, Division and Departmental guidelines and regulations; and to assist with solving technical problems related to the financial operation of the Division.

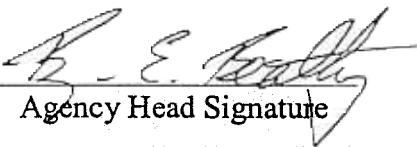
Statutory Reference for Request

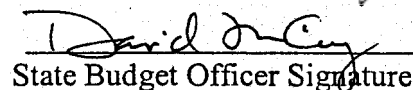
Kenneth B. Taylor

Presentation to be made by

Director

Title

  
Agency Head Signature

  
State Budget Officer Signature

OK  
BKH